

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DOH07222985</u>	DATE POSTED: <u>03/08/22</u>	
POSITION NO: <u>948012</u>	CLOSING DATE: <u>03/28/2022 by 5pm</u>	
POSITION TITLE: <u>Counselor</u>		
DEPARTMENT NAME / WORKSITE: <u>NDOH/Division of Behavioral and Mental Health Services, Dilkon, Arizona</u>		
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ62A</u>
WORK HOURS: <u>40 hrs/week</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>38,836.80</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>18.60</u> PER HOUR
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Manages a caseload of clients records, ensuring strict confidentiality of all client records; implements and updates progress reports on each client and distributes reports to all concerned parties; documents and updates direct services provided to client (e.g. intake, eligibility, duration, completion of treatment and direct service payments).

Develops and implements treatment modalities to measure the success rate in rendering direct services to clients; maintains case files in accordance with applicable program guidelines, policies and procedures; conducts counseling sessions with client; conducts assessment and treatment/training planning to improve the quality of life of the client; reviews outcomes with the individual and documents the assessment; identifies and utilizes appropriate services for each client; coordinates with external service providers.

Assists with the transition of client into clinical treatment/training facilities; makes presentations and provides in-service training to community members promoting the program and services at agencies and communities; provides assistance in areas of outreach, recruitment, and program orientation; identifies the needs of the client; attends meetings, training and conferences.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Sociology, Social Work, Psychology, Human Services or related field; and two (2) years of experience providing direct services; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of the different modalities utilized by the Nation in treating clients; knowledge of the principles and practices of treatment programs; knowledge of the assessment procedures utilized by the Nation; knowledge of case management practices in the Nation's treatment programs; knowledge of resources in the community that can be utilized in various treatment/training plans.

Skill in applying judgment in the release of confidential information; skill in evaluating the current situation of a patient and reporting observed results; skill in analyzing data and drawing valid conclusions; skill in interacting with individuals who come into contact during the course of the workday; skill in recording vital data necessary to provide documentation of a case; skill in identifying needs of patients and appropriate remedies.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.